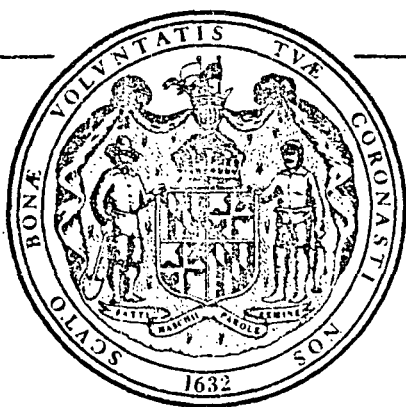


RECORDS RETENTION SCHEDULE



**MARYLAND COURT SYSTEM
PROBATE RECORDS
GENERAL SCHEDULE NO. 662**

INTRODUCTION

This general schedule has been prepared by the Records Management Division of the Hall of Records Commission, Department of General Services, to aid in the control of records created by or deposited in the offices of the Orphans' Courts and Registers of Wills.

Since the inception of the State Records Management Program in 1953, records retention schedules have been prepared on an individual county basis. As more records were surveyed and scheduled, a statewide pattern of recordskeeping emerged indicating the feasibility of developing a single schedule to govern the retention and disposition of probate records pertaining to the Orphans' Courts and Registers of Wills.

This schedule supersedes all former schedules and is an assimilation and reconciliation of the records series listed in the individual county records retention schedules, 1953 to date. Titles of records series may vary between counties although they contain the same basic information.

Records listed herein will be found in each Orphans' Court and Register of Wills office but not all of the records found in each court or office have been included in this schedule. Records which are unique to a particular office, created for special uses, have not been included. However, these records, as well as obsolete and discontinued records which have not been scheduled, should be offered to the Hall of Records for acceptance or rejection as archival material after which these records can be scheduled accordingly.

As changes are made in records series, new series added and old ones deleted, schedule amendments will be issued to include more appropriate entries reflecting such changes, updating the schedules and making the recommendations easier to apply.

The schedule is divided into three main sections with the records series arranged alphabetically within each section:

- I. Administrative Office Records
- II. Fiscal Records
- III. Probate Records

Records, current or noncurrent, which are scheduled to be retained permanently or for long periods of time and which have not been accepted as archival material by the Hall of Records, may be destroyed after they have been photo-

graphed, photocopied, or microphotographed. The film will be retained for the retention period recommended for the original records.

A "Records Disposition Manual," available from the Records Management Division, provides additional guidance in applying the disposal recommendations contained in this schedule.

Advice and assistance in solving records management problems are available from the Records Management Division. Call or write to:

Department of General Services
Records Management Division
Treasury Building
Annapolis, Maryland 21401

Telephone: 269-3023

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. 662PAGE
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Item

Description

Section I

ADMINISTRATIVE OFFICE RECORDS1. ACCOUNTING AND FISCAL RECORDS

(See Fiscal Records, Section II.)

2. GENERAL ADMINISTRATIVE CORRESPONDENCE

General correspondence, reports and miscellaneous papers relating to the operation and organization of the Register's Office including formal and informal opinions and correspondence with the Office of the Attorney General.

Retain permanently opinions and correspondence with the Attorney General and office organization papers, reports, and material having continuing legal or administrative value to the operation of the office.

Retain all other material for three (3) years, then destroy.

3. PERSONNEL FILES

Papers, correspondence and forms related to employment in the office of the Register of Wills, including application forms, change in status information, tax reporting forms, complaints and other miscellaneous records, and forms and correspondence pertaining to the individual employee.

Retain for twelve (12) years after termination of service, then destroy.

Item

Description

Section II

FISCAL RECORDS

This series includes all standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.

Each Register of Wills and Orphans' Court will use all or some of the following records which are governed by the indicated retention period:

1. Accounting Records

Audit reports

General ledgers (journals to be retained in the absence of ledgers; see Item 6)

Retain permanently; transfer periodically to the Hall of Records.

2. General Accounting Records

Certificate of deposit and bank deposit slips

Distribution of charges

Memorandum of adjustments

Monthly report of State funds collected and deposited

Transmittals

Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

3. Purchasing Records

Actual emergency and repairs report

Copy of contract awarded

Credit memorandum

Notice of award of contract

Out-of-schedule requisition for supplies

Purchase order

Report of partial delivery

Requisition for supplies (also agency interoffice requisitions)

Stores requisition

Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
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Item	Description
4.	<u>Budget and Fiscal Planning Records</u> Budget estimates Budget schedule amendment Materials and supplies physical inventory Report of fixed assets Report of materials and supplies Request for position action Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
5.	<u>Payroll Accounting Records</u> Employee roster card file Payroll and check register Payroll exceptions time report Payroll transmittals Payroll warrants Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
6.	<u>Miscellaneous Accounting Records</u> Bank books, statements, and deposit receipts Budget papers and work sheets Cancelled checks, check copies, and check stubs Daily and monthly time sheets Delivery order and receipt Gas withdrawal tickets and mileage records Journals, cash receipt and disbursement (see general ledgers, Item 1) License copies and stubs (including business, liquor, hunting, fishing, etc.) Paid bills and invoices Periodic financial reports to local and State agencies Receipt copies and stubs Reconciliation and trial balance sheets Requisitions and purchase orders Withholding tax forms and statements (local, State, and federal) Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

Item	Description
	<p style="text-align: center;">Section III</p> <p style="text-align: center;">PROBATE RECORDS</p> <p>1. <u>ACCOUNTS OF SALES</u> (See Personal Property Sales, Item 22; Real Estate Sales Records and Indexes, Item 26.)</p> <p>2. <u>ADMINISTRATION/ESTATE DOCKETS</u> Record of administration of estates listing all papers issued or received with dates of recording, estate numbers, and names of estates. Retain permanently; transfer periodically to the Hall of Records.</p> <p><u>ADMINISTRATION PROCEEDINGS RECORDS</u> Photographic reproduction of all papers issued, received, and filed in the course of probate of estates. Original papers are maintained in the Estate Case Files (Item 11) and indexed in the Administration/Estate Dockets (Item 2). Retain permanently; transfer periodically to the Hall of Records.</p> <p>4. <u>ADMINISTRATOR AND EXECUTOR ACCOUNT RECORDS, INDEXES/KEYS</u> Itemized administration and disbursement accounts by estates with action of the Orphans' Courts. Indexes or keys are arranged by title of the estate with names of the legatees and administrators or executors. Retain permanently; transfer periodically to the Hall of Records.</p> <p>5. <u>ADMINISTRATOR AND EXECUTOR APPLICATIONS, APPOINTMENTS, AND RENUNCIATIONS</u> Record of applications by administrators, executors, and guardians for letters of administration and of their appointments by the Court. Renunciations are included. Retain permanently; transfer periodically to the Hall of Records.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
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Item #	Description
6.	<p><u>ADMINISTRATOR AND EXECUTOR BONDS AND INDEXES</u></p> <p>Record of bonds required from administrators and executors with names of estates, administrators, executors and bondees, lists of the securities and amounts of the bonds, dates, conditions and obligations, dates of approvals and recordations with signature of the Register of Wills and name index.</p> <p>Retain permanently; transfer periodically to the Hall of Records.</p>
7.	<p><u>ADMINISTRATOR AND EXECUTOR CERTIFICATES OF NOTICE TO CREDITORS</u></p> <p>Record of Orphans' Court orders to administrators and executors to publish notices to creditors as required by law.</p> <p>Retain permanently; transfer periodically to the Hall of Records.</p>
8.	<p><u>ADMINISTRATOR AND EXECUTOR OATHS AND AFFIRMATIONS</u></p> <p>Oaths and affirmations recorded by the Register of Wills with the Register's signature and certification.</p> <p>Retain permanently; transfer periodically to the Hall of Records.</p>
9.	<p><u>CLAIMS AGAINST NONRESIDENT DECEDENTS BOOKS</u></p> <p>Record of claims and releases against real and leasehold Maryland property of decedents in foreign jurisdictions.</p> <p>Retain permanently; transfer periodically to the Hall of Records.</p>
10.	<p><u>CLAIMS DOCKET/REGISTER</u></p> <p>Record of claims against estates, names of claimants, amounts and notation of payment.</p> <p>Retain permanently; transfer periodically to the Hall of Records.</p>
11.	<p><u>ESTATE CASE FILES/PAPERS</u></p> <p>After an estate is closed, all papers relating to probate of that estate are filmed, projection prints made and bound in the Administration Proceedings Record (Item 3), the original papers filed in the Estate Case File under estate number.</p> <p>Retain permanently; transfer periodically to the Hall of Records.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
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Item	Description
12.	<u>EXECUTORS</u> (See Administrator and Executor, Items 4 through 8.)
13.	<u>GUARDIAN ACCOUNTS, DOCKETS, AND INDEXES</u> Record of accounting, by guardians, for receipts and disbursements to and for wards giving names, account numbers, itemized expenditures and receipts with dates of recordation and approval by the Orphans' Court. Retain permanently; transfer periodically to the Hall of Records.
14.	<u>GUARDIAN BONDS</u> Record of the bonding of guardians with names of the bonders and bondees, the amounts, conditions and obligations of the bonds, names of the wards and certifications by the Register of Wills. Retain permanently; transfer periodically to the Hall of Records.
15.	<u>INFORMATION REPORTS</u> Comptroller's forms for reporting information required for tax purposes on property which may not come through an estate but is taxable under probate, such as property transferred within two years prior to death of the testator and interest as a joint tenant, or co-tenant, in real or personal property. Retain permanently; transfer periodically to the Hall of Records.
16.	<u>INVENTORY RECORDS AND INDEXES</u> Appraisals of real and personal property with names of the decedents, executors and administrators, dates of recordation, warrants to the appraisers, itemized lists of property with appraised values, lists of debts due estates and totals. Retain permanently; transfer periodically to the Hall of Records.
17.	<u>JOINT AND CO-TENANCY ACCOUNTS</u> (See Information Reports, Item 15.)

RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description
18.	<u>LETTERS OF ADMINISTRATION AND TESTAMENTARY</u> Record of petitions to the Orphans' Court for authority to proceed to the administration of estates in cases in which a will does not exist (administration) or exists (testamentary). Names of the petitioners and decedents are given with dates of the wills, if existing, the places and dates of death, names of heirs and sureties, the letters granted and amounts of the bonds. Retain permanently; transfer periodically to the Hall of Records.
19.	<u>MINUTES OF THE ORPHANS' COURT AND INDEX</u> Summary of proceedings in the probate of wills, granting of letters of administration and testamentary, the conduct and accounting of administrators, executors and guardians in distribution of estates, and the control and management of estates of minors and other persons under the especial protection of the probate laws. Indexed internally or in a separate volume. Retain permanently; transfer periodically to the Hall of Records.
20.	<u>ORPHANS' COURT DOCKETS</u> (See Administration/Estate Dockets, Item 2.)
21.	<u>ORPHANS' COURT PAPERS</u> (See Estate Case Files, Item 11.)
22.	<u>PERSONAL PROPERTY SALES RECORDS AND INDEXES</u> (See also Real Estate Sales Records, Item 26.) Record of Orphans' Court orders to sell personal property giving names of the applicants and the orders of the Court, lists of goods and chattels with the amounts received when sold and names of the purchasers, the administrators' affidavits and signatures of the Registers. Retain permanently; transfer periodically to the Hall of Records.

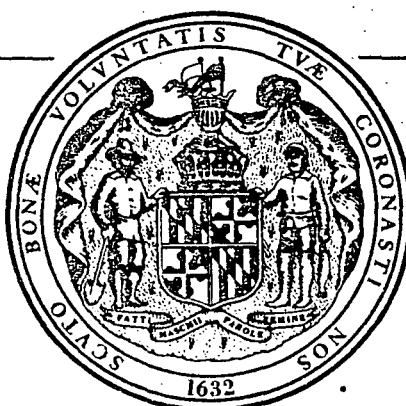
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description
23.	<u>PERSONNEL RECORDS</u> (See Administrative Office Records, Section I.)
24.	<u>PETITIONS AND ORDERS FOR PAYMENT OF CHARGES UPON ESTATES</u> Record of petitions for payment of charges upon estates including funeral expenses, attorney's fees, doctor's bills and other collections placed upon the estate with court authorizations to pay. Retain permanently; transfer periodically to the Hall of Records.
25.	<u>PROCEEDINGS OF THE ORPHANS' COURT</u> (See Minutes, Item 19.)
26.	<u>REAL ESTATE SALES RECORDS AND INDEXES</u> Record of court orders for the sale of real estate by administrators and executors with descriptions of the properties, terms and the amounts received, dates and affidavits of sales, printers' certificates, orders nisi, signatures of the judges of the Orphans' Court, and names of purchasers and attorneys with dates passed, examined and signed. Retain permanently; transfer periodically to the Hall of Records.
27.	<u>RELEASE AND RECEIPT RECORDS, AND INDEXES</u> Record of releases of administrators, executors and guardians by inheritors' receipts stating that properties, goods, chattels and securities have been received by them, showing the amounts, dates and acknowledgments, witnessed and notarized, with signatures of the Registers of Wills, indexed by names of estates. Retain permanently; transfer periodically to the Hall of Records.
28.	<u>RENUNCIATIONS</u> (See Administrator and Executor Applications, Appointments and Renunciations, Item 5.)

Item No.	Description
29.	<u>SALES RECORDS</u> (See Personal Property Sales Records, Item 22, and Real Estate Sales Records, Item 26.)
30.	<u>SMALL ESTATE RECORDS</u> Record of petitions to release heirs of estates of less than five thousand dollars (\$5,000.00) from formal administration of such estates giving dates of petitions, names of decedents, petitioners, heirs and names of creditors, and assets of the estate with the orders of release by the Court. Retain permanently; transfer periodically to the Hall of Records.
31.	<u>STOCKS AND BONDS RECORDS</u> (See Inventory Records, Item 16.)
32.	<u>TESTAMENTARY LETTERS</u> (See Letters of Administration and Testamentary, Item 18.)
33.	<u>WILL BOOKS AND INDEXES</u> (See also Administration Proceedings, Item 3, and Estate Case Files, Item 11.) Transcribed copies of wills, including codicils, of which the originals are filed with the Estate Case Files and indexed internally or in separate index books by names of decedents. Retain permanently; transfer periodically to the Hall of Records.
34.	<u>WILLS OF LIVING PERSONS AND INDEX</u> Wills deposited by the makers for safekeeping with the Registers of Wills with direction for delivery of the wills to designated persons after death of the makers, indexed by names of the makers. Retain wills of living persons as other confidential records, for delivery after proof of death to the persons designated to receive them.

carb

RECORDS RETENTION SCHEDULE



**MARYLAND COURT SYSTEM
PROBATE RECORDS
GENERAL SCHEDULE NO. 662**

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Allegany County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Anne Arundel County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative



Signature

Register of Wills

Title

March 11, 1977

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

9/19/77

Date



Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Baltimore City

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

Patrick J. Duffly

Signature

Register of Wills
Title

Title

6/21/77
Date

Date _____

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

9/19/77
Date

Date _____

Edward E. Loring
Archivist

Archivist

Date _____

Secretary

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Baltimore County

AGENCY

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Item
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Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

No. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills

Schedule approved by Department, Agency or Division Representative

J. Louis Davis

Signature

Register of Wills

Title

Aug 8 1977

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

9/18/77

Date

Edward Chopin

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Calvert County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

Grace L. Hutchins

Signature

Register of Wills of Calvert Co. Feb. 24, 1977

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Caroline County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

No. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills

Schedule approved by Department, Agency or Division Representative

Clifford L. Stafford Register of Wills 8/8/77
Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

7/19/77 Edward C. Ferguson
Date Archivist

Date Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Carroll County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

REESE L. STARNER
REGISTER OF WILLS

CARROLL COUNTY

Signature

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Cecil County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative



Signature

Register of Wills for
Cecil County

Title

July 29, 1977

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works


Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Charles County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

Gertude C. Wright
SignatureRegister of Wills
Title7-29-77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

9/19/77
DateSeward Pope
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Dorchester County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS
GENERAL RETENTION AND DISPOSAL SCHEDULE

No. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and Offices of the Registers of Wills

Schedule approved by Department, Agency or Division Representative

Louis X. Lewis
SignatureRegister of Wills
TitleAug 9, 1977
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

9/19/77
DateEdward K. Foxen
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Frederick County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

Thomas M. Phillips *Register of Wills*

Signature

Title

Date

3-1-77

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

9/19/77

Date

Edward C. Jones

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Garrett County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Harford County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

Janet G. Marshall
Signature

Register of Wills
Title

February 28, 1977
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

7/9/77
Date

Edward G. Gagnier
Archivist

Date

Secretary

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTER OF WILLS

Howard County

AGENCY

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MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS
GENERAL RETENTION AND DISPOSAL SCHEDULE

No. 662

General Schedule No. 662 governs the retention and
disposal of records created by or deposited in the
Orphans' Courts and Offices of the Registers of Wills

Schedule approved by Department, Agency or Division Representative

REGISTER OF WILLS FOR
HOWARD COUNTY

8/24/77

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Kent County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

E. Randolph Burgess, Register of Wills

Signature

Title

2-24-77

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

9/17/77

Date

Edward C. Cooper

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Montgomery County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

Winifred E. Davis
Signature*Register of Wills*
Title*3/8/77*
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

7/19/77
Date*Edward C. Coppen*
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Prince George's County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

Janella S. McQuinn Register of Wills April 13-1977
Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

7/17/77 Edward Schuman
Date Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Queen Anne's County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

Madlyn E. Wooster
SignatureRegister of Wills
TitleMay 12, 1977
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

7/19/77
DateEdward C. Ferguson
Archivist_____
Date_____
Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

St. Mary's County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

Mary R. Bell

Signature

Register of Wills, St. Mary's County

Title

Md.

3/14/77

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

4/19/77

Date

Edw. L. Casper

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Somerset County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

Signature

REGISTER OF WILLS

Title

2-25-77

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Talbot County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

C. Kenneth Wulfe
SignatureRegister of Wills
TitleFeb. 24, 1977
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

7/9/77
DateEdward C. Longenecker
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Washington County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

REGISTER OF WILLS
COURT HOUSE

Signature

Title

21740

Date

2/24/77

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Wicomico County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

A. Delois Lambertson
Signature*Register of Wills*
Title*3-3-77*
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

7/19/77
Date*Edward J. Fox*
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

ORPHANS' COURTS AND REGISTERS OF WILLS

Worcester County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

Probate Records

ORPHANS' COURTS AND REGISTERS OF WILLS

GENERAL RETENTION AND DISPOSAL SCHEDULE

NO. 662

General Schedule No. 662 governs the retention and disposal of records created by or deposited in the Orphans' Courts and offices of the Registers of Wills.

Schedule approved by Department, Agency or Division Representative

Charlotte L. Custer
SignatureRegister of Wills
TitleMarch 1, 1977
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

7/9/77
DateEdward E. Bepko
Archivist

Date

Secretary